



# FIRST THINGS FIRST

## STAFF WRITER

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and 31 Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

### **Job Summary:**

Reporting to the Vice President for Communications, the Staff Writer works with all agency divisions to tell the First Things First story in a consistent, compelling and inspiring way by producing all written content for agency publications; the website; marketing, branding and public education materials; as well as speech-writing support to the Chief Executive Officer and members of the statewide Board.

The position requires substantial effort to coordinate and work with the Chief Executive Officer, statewide Board, staff, regional council members, and program providers.

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to translate complex issues and systems into clear, concise and engaging written products across a variety of media and audiences, as well as the creativity and flexibility required to cross-purpose content in creative and compelling ways. She/he will be skilled in the management of multiple projects with varying timelines and will have the ability to produce a high volume of writing under assertive deadlines.

**Typical Duties and Responsibilities:**

Under the general guidance of the Vice President for Communications:

- Writes and/or edits all FTF marketing and branding materials to ensure quality and consistency in strategic messaging. Venues for this writing include all content for the FTF global website, all marketing materials (including paper and electronic newsletters, brochures, annual reports and any other marketing, fund-raising or outreach materials produced by the communications unit or any other FTF unit)
- Writes and edits all speeches and presentations to be given by FTF leadership (including the Executive Director, the Chairman of the Board, and other Board members as needed), to various audiences, including community supporters, the general public or news media outlets
- Writes and edits all internal communication materials, including the monthly Board Update
- Serves as the primary editor for all internal communications received through the department's Communications Creative Service Request system
- Assists the Vice President for Communications with writing or editing as needed

**Qualifications:**

- Bachelor's degree in journalism, public relations, communications or related field
- Excellent public relations writing skills and strong verbal skills
- Ability to translate complex issues and systems into clear, concise, and engaging written products across a variety of media and audiences
- Organized, detail-oriented, and ability to manage multiple projects under deadline
- Knowledge of graphics and printing, to assist in production of printed materials created by the department
- Proactive in identifying and completing tasks applicable to the job
- Strong computer skills, with familiarity in using Microsoft Word and an understanding of the fundamentals of using electronic mail and the World Wide Web
- Five to 10 years of direct experience producing written materials across various media
- Portfolio of at least seven written materials across various media
- Ability to work in fast-paced environment
- Team player
- Knowledge of early childhood and/or human services systems/policy preferred

Review of resumes will begin on Monday, October 10, 2011 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on Friday, October 7, 2011 to:

[www.azstatejobs.gov](http://www.azstatejobs.gov)

In the AZ State Personnel System, the position is classified as a Grade 20, with a salary range of \$36,814.34 to \$62,692.86. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.